

MISSED DEPARTURE CLAIM FORM

Claim Number:



308-314 London Road, Hadleigh, Benfleet, Essex SS7 2DD
 T 0330 660 0752 E claims@hiscoxtravelinsurance.co.uk
 www.hiscox.co.uk/travel

Date:

Please use the above address for ALL correspondence & quote the above Claim Number in ALL subsequent communication.
 When the Claim Form is received we aim to process it in five working days. If original documents are being sent, we recommend sending via Recorded Delivery.

This claim form is being provided to you as requested in order that you can make a claim for Cancellation under the terms and conditions of your travel insurance policy.

Below is a Document Check List – please ensure you provide the correct documentation when submitting your claim as failure to do so may cause delays. We suggest you keep a copy of this claim form and other documents for your own records.

IMPORTANT DOCUMENT CHECK LIST Have you enclosed or previously provided the following ORIGINAL (not photocopy) documents?	✓ PLEASE TICK			
	Enclosed	Previously sent	Not available	Not applicable
CERTIFICATE OF INSURANCE (or other proof of payment of insurance premium i.e. the Tour Operators booking invoice)				
HOLIDAY BOOKING INVOICE as issued by the booking Agent & Tour Operator (if applicable)				
THE ORIGINAL AIR TICKETS				
THE REPLACEMENT TICKETS AND INVOICES/RECEIPTS as appropriate to support additional costs (N.B. Your attention is drawn to the terms of the policy in this respect).				
A REPORT FROM THE GARAGE, AA, RAC ETC. confirming the date / time and circumstances in which they became involved (if applicable)				
A LETTER FROM THE PUBLIC TRANSPORT COMPANY giving full details of the disrupted service on which you travelled (if applicable)				

PLEASE ANSWER ALL QUESTIONS IN BLOCK CAPITALS – THANK YOU FOR YOUR CO-OPERATION

CLAIMANT DETAILS		
Q01. Claimant's details: Title:	First Name(s):	Surname:
Q02. Date of Birth: / /	Present Age:	
Q03. Occupation:		
Q04. Address:		
		Post Code:
Q05. Home Tel:	Mob Tel:	Work Tel:
Email:		

HOLIDAY & INSURANCE DETAILS			
Q06. Holiday booking date: / /	Period from: / /	Period to: / /	Number of days:
Q07. Number of people in your party:	Q08. Holiday Country & Destination:		
Q09. Name of Travel Insurance provider:			

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Q10. Travel Insurance Policy Number (as shown on your insurance schedule):

Q11. Policy issue Date (**very important**): / /

Q12. Method of payment for the holiday (Delete as necessary): Credit Card / Debit Card / Cheque / Cash / Other

If credit card was used please provide details: Card Issuing Company:

CLAIM DETAILSQ13. Method of travel to departure point (delete as necessary): **PERSONAL CAR / TAXI / BUS / TRAIN / OTHER** (describe):

Q14. Expected Journey time to departure point: hours minutes Q15. Actual Journey time to departure point: hours minutes

Q16. The date, time and place of incident causing the missed departure:

Date: / / Time: : am/pm Place:

Q17. The date, time and place from which you were scheduled to depart:

Date: / / Time: : am/pm Place:

Q18. The date, time and place from which you eventually departed:

Date: / / Time: : am/pm Place:

Q19. Circumstances giving rise to your missed departure:

Q20. What efforts were made (if any) to reach your departure point on time:

Q21. If you missed your departure due to an accident or fault of a Third Party please confirm;

a) Name & Address of Third Party

b) Their insurers (if known)

Claim Number:

Insured Name**Amount Claimed £**

1.

2.

3.

4.

5.

6.

OTHER INSURANCE & PREVIOUS CLAIMSQ22. Do you have any other insurance that covers the expenses you are claiming? **YES / NO**

If 'YES' please provide the full details of the policy holder (if different to claimant), the company name/address and policy number:

Name of policy holder:

Policy Number:

Company Name & Address:

Q23. Has this claim been submitted (or will it be) to the other insurer/airline? **YES / NO**

Their ref (if known):

Q24. Have you or any other person named on this form ever made any previous claims on this type of insurance? **YES / NO**

If 'YES' please give details (continue on a separate sheet if necessary):

DATA PROTECTION NOTICE

Personal Information – means information that identifies and relates to you or other individuals (i.e. your dependants). By providing **Personal Information** to Claims Settlement Agencies you give us permission for its use as described below. Full details about our use of **Personal Information** can be found in our full Privacy Notice at www.csal.co.uk/privacy-policy or you may request a copy using the contact details above.

When providing **Personal Information** about another individual to us, you confirm that you are authorised to provide it for use as described below.

Types of Personal Information we may collect and why:

Depending on our relationship with you, **Personal Information** collected may include:

- identification and contact information,
- payment card and bank account,
- credit reference and scoring information,
- sensitive information about health or medical condition,
- and other **Personal Information** provided by you.

Personal Information may be used for the following purposes:

- Insurance administration, (communications, claims processing and payment)
- Decision-making on provision of insurance cover and payment plan eligibility,
- Assistance and advice on medical and travel matters,
- Management and audit of our business operations,
- Prevention, detection and investigation of crime, (fraud and money laundering)
- Establishment and defence of our legal rights,
- Legal and regulatory compliance, including compliance with laws outside your country of residence,
- Monitoring and recording of telephone calls for quality, training and security purposes.

Sharing of Personal Information:

Personal Information may be shared with our group companies, Brokers and other distribution parties, Insurers and Reinsurers, Credit Reference Agencies, healthcare professionals and other service providers. **Personal Information** may be shared with other third parties (including government authorities) if required by law. **Personal information** (including details of injuries) may be recorded on claims registers shared with other insurers. We are required to register all third party claims for compensation relating to bodily injury to workers' compensation boards. We may search these registers to detect and prevent fraud or to validate your claims history or that of any other person or property likely to be involved in the policy or claim.

Security and retention of Personal Information:

Appropriate legal and security measures are used to protect **Personal Information**. All third party service providers are also selected carefully and required to use appropriate protective measures. **Personal Information** will be retained for the period necessary to fulfil the purposes described above.

International transfer:

Due to the nature of our business, **Personal Information** may be transferred to parties located in other countries with different data protection laws than in your country of residence.

Data requests:

To request access or correct inaccurate **Personal Information**, or to request the deletion or suppression of **Personal Information**, or object to its use, please e-mail: info@csal.co.uk and mark for the attention of the Data Controller, or write to Data Controller, 308-314 London Road, Hadleigh, Benfleet, Essex SS7 2DD.

DECLARATION I declare that the whole of the statements made and any other supplementary statements forming part of this claim are true in every respect and understand that a false declaration may invalidate my claim and could result in prosecution. I give permission for my **Personal Information** to be used and shared in the ways described above. I confirm that I will not provide any **Personal Information** about another person without that person's permission.

CUSTOMER DECLARATION – To Be Completed By ALL Persons Claiming Aged Over 16

Claims Settlement Agencies Ltd, agents and business partners may contact anyone who can give them information relevant to my claim. I/ We confirm that the information that I/ we give is true and if any of the information given by me/ us (or anyone on my/ our behalf) is incorrect, I/ we agree that such inaccuracy may cause me/ us to forfeit my/ our rights under the policy.

In the event of a Third Party being liable, on settlement of the claim I hereby subrogate my rights to the company to recover their costs.

Payments: Subject to admission of liability, we will make payment in favour of the claimant (aged over 16) as detailed in question 01 above but if an alternative payee is required please state below. I/ We have read and fully understood the above declaration.

Insured Name	Signature	Date of Birth	Date of Signature

BANK ACCOUNT DETAILS

We may choose to settle your claim by electronic means. Therefore, please provide us with details of the bank account where you would like the funds to be paid.

Account Name:	Sort Code:	Account No:
(If outside UK) IBAN:	SWIFT:	

PLEASE ENSURE THAT ALL RELEVANT DOCUMENTATION IS THE ORIGINAL AND NOT A PHOTOCOPY